

M.A.C.T. HEALTH BOARD, INC.
JOB DESCRIPTION

POSITION TITLE:	DIRECTOR OF NATIVE AMERICAN SERVICES
STATUS:	EXEMPT
DEPARTMENT:	ADMINISTRATION
SUPERVISOR:	EXECUTIVE DIRECTOR
SUPERVISES:	CHS COORDINATOR AND DIABETES COORDINATOR
SALARY RANGE:	MPS 13

POSITION SUMMARY:

Under the supervisor of the Executive Director and in consultation with the Medical Director, this position supervises the delivery of the Contract Health Services program, the Elder Care and outreach programs, the Diabetic program and GPRA monitoring and priority implementation. Position insure efficiency and effectiveness of work operations, utilization of resources available and the integration of the programs into the overall health delivery system and compliance with regulations and policies of governmental and MACT.

PRIMARY RESPONSIBILITIES:

1. Evaluates various aspects of the CHS, Elder and Diabetic programs.
2. Develops comprehensive Elder Care program and coordinates its implementation
3. Supervises the CHS Coordinator and Diabetic Coordinator with planning and developing the programs including outcome targets and measures.
4. Identifies actual or potential problems, trends significant program accomplishments, merit and deficiency situations and/or areas of imbalances
5. Ascertains compliance in eligibility determination.
6. Ensures integration of the programs with other related programs
7. Audits diabetic patient records for accuracy and compliance.
8. Maintain quality improvement activities including, but are not limited to, patient record review, updating tracking systems, maximizing accuracy of data and monitoring compliance with GPRA, GPMS and diabetes standards.
9. Develop, implement and maintain ongoing patient care activities in order to accomplish established outcome targets.
10. Update the diabetic and other applicable grant work plan as needed.
11. Travel to MACT clinics regular basis for counseling of Native American patients and coordinating activities.
12. Assist in appropriation of funding through available grant sources.
13. Abide by all company policies and procedures with particular attention to confidentiality and contract health services (CHS).
14. Conduct site visits and provide in-service training as needed.
15. Must adhere to the MACT Health Board, Inc. Corporate Code of Conduct.
16. Other duties as assigned by Executive Director or Medical Director.
17. Must complete EHR training.

REQUIRED QUALIFICATIONS:

1. Public Health Nurse with at least two years experience including experience with diabetic patients or equivalent knowledge and experience that could include a degree in Social Services.
2. Knowledge of Federal, State, and County health care regulations, procedures, guidelines, and services available.
3. Knowledge of government contracting procedures
4. Knowledge of community diabetes resources.

5. Possess basic computer skills.
6. Current CPR card.
7. Demonstrates competency in caring for patients of all age groups, including children, adolescents and elderly.
8. Requires an awareness and keen appreciation of Indian traditions, customs and socioeconomic needs.
9. Requires an ability to meet and deal effectively with Indian Health Organizations consisting of numerous tribes with varied cultures that requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

MANDATORY REQUIREMENTS:

1. Must pass Occupational Health Screening
2. Must possess a valid form of identification as listed on the U.S. Department of Justice I-9 form.

Disclaimer: Preference is given to qualified American Indian applicants in accordance with the Indian Preference Act of 1934 (Title 25, USC Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certification by tribe affiliation or other acceptable documentation of Indian heritage. Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, gender, religion, national origin or other non-merit factors.

Employee

Date

Medical Director

Date

Executive Director

Date

Revised: 04/26/10